

Parks & Recreation Maintenance Worker

FLSA Status: *Non-Exempt*

General Definition of Work

Responsible for multiple functions within the Parks and Recreation Department to include the scoreboard for Volleyball & Basketball and maintaining records of scheduled games, the operation & monitoring of gymnasium during scheduled hours and mowing/trimming grass, preparing & repairing baseball, softball, and t-ball fields and assisting with other Parks and Recreation duties as assigned. Work is performed under limited supervision of a Full-time Camden County Parks and Recreation Department staff member.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

- Accurately operates the scoreboard in a prompt and efficient manner.
- Keeps accurate records of the scheduled games, Turns in paperwork and game results to designated supervisor.
- Sweeps gymnasium floor between scheduled games.
- Assists department staff in site setup and clean up.
- Opens and closes the facility using established procedures
- Must be able to work on Saturdays between 6:00-10:00pm
- Observes, enforces, and complies with all rules and regulations of the facility
- Handles disciplinary issues in accordance with departmental disciplinary policy for participants
- Must be proactive in maintaining gymnasium
- Keeps accurate records of attendance
- Performs site setup and clean up
- Mows and trims grass
- Prepare and repair baseball, softball and t-ball fields.

Knowledge, Skills and Abilities

- Must be at least eighteen (18) years of age or older.
- Ability to maintain cooperative and productive working relationship with participants, employees and general public
- Some knowledge and understanding of volleyball and or basketball.
- Prior scorekeeping experience and training in scorekeeping is desirable.
- Ability to work with coaches, participants, part-time and full-time department staff.

Education and Experience

- Background in athletics is desirable but not required
- Previous supervisory experience is preferred

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires sitting and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires observing general surroundings and activities; work is generally in a noisy location (e.g. gymnasium).

Special Requirements

- Valid driver's license in the State of North Carolina.